

Pay Revision 2009 Modules in SPARK

In the salary matters menu, a new menu group is added as “Pay Revision 2009” with the following items.

Pay Revision Fixation

Pay Revision Editing

Pay Revision Status

Pay Revision Arrear Processing

Pay Revision Arrear Bill

PR PF Contribution Schedule

The following procedure may be followed.

Step I

Before Fixing Pay in the Revised Scales of Pay Please go to

Select Salary Matters--->Pay Revision 2009 -->Pay Revision Status

- The list consists of Designation, Revised and Pre-revised Scales, Name of the employee, PEN, Dept General No,etc.
- Establishment seat(E Access), Department Management User(DMU) (M Access) and Drawing and Disbursing Officers (D Access) can view this.
- Please check and verify whether the designation shown is in the correct Scale of Pay(Revised and Pre-revised).
- If any discrepancy is noticed in the details shown, kindly report this to the concerned DMU for rectification before proceeding further. Please mail the details to info@spark.gov.in also under the subject "**PR 2009**".

Step II

Select Salary Matters--->Pay Revision 2009 --> Pay Revision Fixation Menu

and Select the employee.

SPARK
Service and Payroll Administrative Repository for Kerala

Establishment Interface

Administration Service Matters **Salary Matters** Income Tax Accounts Queries Sign Out

Pay Revision Fixation

Department	Autonomous Bodies	Department as on Option Date	Autonomous Bodies
Office	Kerala State IT Mission	Office as on Option Date	Kerala State IT Mission
PEN	100151-Vinod A L	Designation on Option Date	Finance Officer(FD)
Name	Vinod A L	P.R Scale as on OptionDate (scale for Above Designation)	20700 -500-23200-550-25400-600-26600
Date Of Birth	15/09/1956	Basic Pay on Option Date	10000
Date of commencement of Regular Service	18/05/1981	Revised Scale	36140 -900-40640-1000-40640-1100-43740-0-43740-0-43740
Non-Qualifying Service (in days)	0	Personal Pay to be added	0
Option Date	01/07/2009	Special pay to be added	200
No of Years of Service for weightage	28		

This facility is only a tool for computation and it's output is not an authorised one. The DDO concerned may verify the correctness before accepting.

Details On or After Option Date

** (i) Rule 30 : Higher Grade to next Regular Promotion
(ii) Rule 37(a) where minimum basic exceeds Rs.36140/-
(iii) Rule 28(A)/ Rule 37 : All other Promotions

Pre Revised scale	Department	Office	Designation	Basic Pay	From Date	To Date	Type	Promotion Type

If promotion entries are listed below, Click the edit link at the left side of the grid and select the promotion type before selecting confirm button

Step III

Check the Designation, Scale of Pay (Revised and Pre-revised). The promotion details displayed may also be verified for employees who have obtained promotion between the Option date and date of Fixation

Pay Revision Fixation

Department	Finance Department	Service Category as on Option Date	
Office	Secretariat (Finance) Department, Thiruvananthapuram	Department as on Option Date	Finance Department
PEN	100132-Aith Kumar K	Office as on Option Date	Secretariat (Finance) Department, Thiruvananthapuram
Name	Aith Kumar K	Designation as on Option Date	Joint Secretary
Date Of Birth	29/09/1956	P.R Scale as on Option Date (scale for Above Designation)	23200 - 550-25400-600-26600-650-31150
Date of commencement of Regular Service	21/07/1980	Basic Pay on Option Date	24850
Non-Qualifying Service (in days)	0	Revised Scale	324 - 40640 - 1000-48640-1100-57440-0-57440-0-57440-0-57440
Option Date (dd/mm/yyyy)	01/07/2009	Personal Pay to be added	0
No of Years of Service for weightage	29	Special pay to be added	0

Details On or After Option Date

** (i) Rule 30 : Higher Grade to next Regular Promotion (ii) 37(a) where minimum basic exceeds Rs.30140/- (iii) Rule 28(A) / Rule 37 : All other Promotions

If promotion entries are listed below. Click the edit link at the left side of the grid and select the promotion type before selecting confirm button

Pre Revised scale	Department	Office	Designation	Basic Pay	From Date	To Date	Type	Promotion Type
Update Can 5-25400-33100	Finance Department	Department, Thiruvananthapuram	Additional Secre	26000	01/04/2010	31/01/2011	Promotion	Rule 28(A)/ 37

Confirm Details **Compute**

Click "Confirm" button if the details are found correct.

Pay Revision Fixation

Department	Autonomous Bodies	Service Category as on Option Date	
Office	Kerala State IT Mission	Department as on Option Date	Autonomous Bodies
PEN	100151-Vinod A.L	Office as on Option Date	Kerala State IT Mission
Name	Vinod AL	Designation as on Option Date	Finance Officer(FD)
Date Of Birth	15/09/1956	P.R Scale as on Option Date (scale for Above Designation)	20700 - 500-23200-550-25400-600-26600
Date of commencement of Regular Service	18/05/1981	Basic Pay on Option Date	10000
Non-Qualifying Service (in days)	0	Revised Scale	322 - 36140 - 900-40640-1000-48640-1100-49740-0-49740-0-49740
Option Date (dd/mm/yyyy)	01/07/2009	Personal Pay to be added	0
No of Years of Service for weightage	28	Special pay to be added	200

Details On or After Option Date

** (i) Rule 30 : Higher Grade to next Regular Promotion (ii) 37(a) where minimum basic exceeds Rs.30140/- (iii) Rule 28(A) / Rule 37 : All other Promotions

If promotion entries are listed below. Click the edit link at the left side of the grid and select the promotion type before selecting confirm button

Pre Revised scale	Department	Office	Designation	Basic Pay	From Date	To Date	Type	Promotion Type
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Confirm Details **Compute**

Step IV

Click “**Compute**” button (which will be enabled only after clicking the confirm button) to calculate and display the pay fixation details as shown below.

This facility is only a tool for computation and it's output is not an authorised one. The DDO concerned may verify the correctness before accepting.

Details On or After Option Date

** (i) Rule 30 : Higher Grade to next Regular Promotion (ii) 37(a) where minimum basic exceeds Rs.36140/- (iii) Rule 28(A)/ Rule 37 : All other Promotions

If promotion entries are listed below, Click the edit link at the left side of the grid and select the promotion type before selecting confirm button

Pre Revised scale	Department	Office	Designation	Basic Pay	From Date	To Date	Type	Promotion Type

Fixation Details

1. Pre Revised Basic Pay	10000
2. DA to be Merged (64%)	6528
3. Fitement Benefit	1000
4. Weightage of Service @ 1/2 % of Basic pay	1400
5. Total (1+2+3+4)	18928
6. Personal Pay due weightage	0
7. Revised Basic pay	36140

Changes due to Pay Fixati

Department	Office	Designation	Service Cated	Emson	W.e.from	Basic	Per. Pd	Ep	Pa
Autonomous Bo Kerala State IT Mis	Finance Officer	State Gazette	Pay Fixati	01/07/2009	140	200			
Autonomous Bo Kerala State IT Mis	Finance Officer	State Gazette	Increment	01/07/2009	0	200			

Clicking Update button will change data in the database.

- The fixation details will be computed by the system and then Pay Fixation Statement can be generated by clicking on the button “**Pay Fixation Statement**”.
- If the Pay fixation Statement is found correct then Update the details into SPARK database by clicking on the “**Update**” button
- If any discrepancy is found please **do not update** it to SPARK database and inform to SPARK PMU by email to info@spark.gov.in under the subject “**PR 2009**”.
- If any corrections are required after pay fixation, the same can be edited using the “Pay Fixation editing” module.
- **Those employees whose pay is not fixed in the Revised scale, their Salary will be processed based on Revised HRA and CCA (Vide para 31(page 9) of Pay Revision Order)**
- Please verify and ensure that the service history, allowances history, present salary details etc are updated correctly using the “Pay Revision editing” Menu.
- Please Update all regular promotions, grade promotions, transfers, annual increments etc ordered till date in the Service History Menu.
- In order to process Pay Revision Arrears , Salary processing from 07/2009 onwards should be done without fail